

**CLASSIFICATION:** INDUSTRIAL AGENT-AT-LARGE I

**Class Code:** 5157-25

**Date Established:** 07-24-13

**Occupational Code:** 7-3-7

**Date of Last Revision:**

**BASIC PURPOSE:** To promote industrial growth in New Hampshire by furthering the expansion and retention of existing industry, to include assisting medium to large sized companies.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Provides business resource services and maintains client relationships with medium to large-sized businesses and industry groups.
- Contacts in-state and/or international businesses in an assigned area to identify growth plans and industry trends, to recommend solutions to problems, and to update the database of manufacturers.
- Analyzes special characteristics of the local labor force to determine industrial expansion potential.
- Obtains and maintains current information on business, community, and organizational contacts in order to update data system.
- Serves as agency designee on statewide and/or regional business development committees as assigned.
- Makes presentations to and assists community and economic development officials and groups regarding industrial expansion efforts.
- Undertakes special studies as assigned to examine certain characteristics of local labor force, new industries or public investment.
- Monitors applicable economic trends and business activity indicators on regional and local levels to best match the potential for attracting client business and meeting workforce needs.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in international business, business administration, business management, public administration, political science, industrial/community development, marketing, economics, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in business administration, marketing, economics, community development, industrial development, or a related field, with responsibility for program implementation, direct service delivery, planning, or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license.

#### **SPECIAL REQUIREMENTS:**

1. Must maintain a current Passport.
2. May require daily domestic travel or travel to other countries. Travel requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to recruitment.
3. May require fluency in Spanish, French, or another universal foreign language. Language requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to recruitment.

**RECOMMENDED WORK TRAITS:** Knowledge of business, trade, marketing, and pricing, to include international business as applicable to the position. Working knowledge of business economics. Knowledge of New England business conditions, economy, and cultural characteristics. Familiarity with international service provider organizations as applicable, as well as industry and industrial leaders in the northeastern United States. Skill in organization and time management. Ability to effectively discuss international and/or domestic business problems with top management executives. Ability to lecture before industrial groups. Ability to communicate effectively in writing. Ability to establish and maintain effective relationships with other employees, industrial executives, municipal officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.